

FMMI PVND REQUEST PROCESS FOR VENDORS

QUICK REFERENCE GUIDE

INTRODUCTION

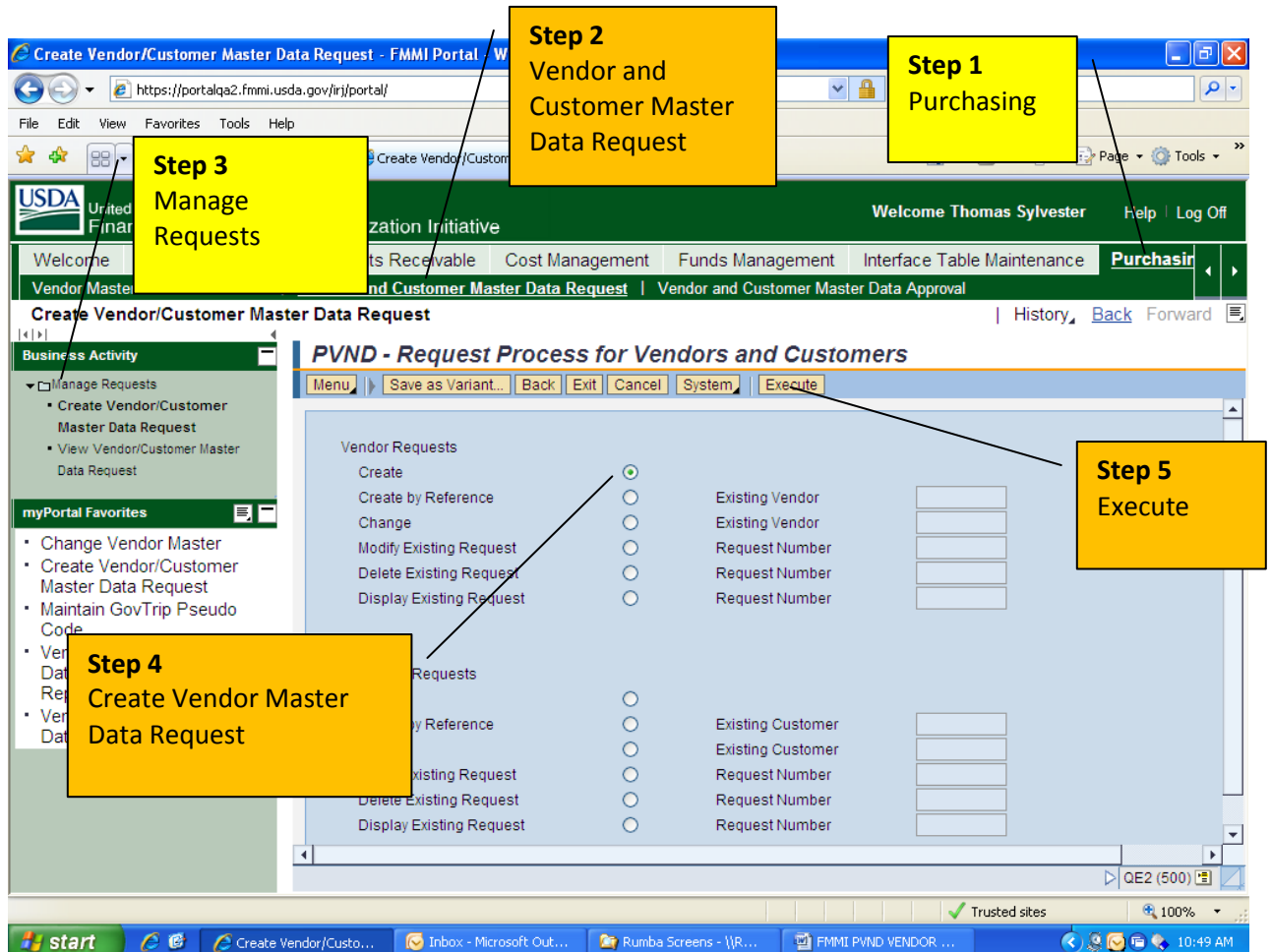
This guide provides USDA Financial Management Modernization Initiative (FMMI) agencies with the steps to prepare the preapproval vendor request (PVND) for vendors.

QUICK STEPS

Login to the FMMI Web site at <https://portal.fmmi.usda.gov/irj/portal/>.

Click:

1. Purchasing Tab
2. Vendor and Customer Master Data Request
3. Manage Requests
4. Select Vendor Requests (Create)
5. Execute



Step 1
Purchasing

Step 2
Vendor and Customer Master Data Request

Step 3
Manage Requests

Step 4
Create Vendor Master Data Request

Step 5
Execute

Select radio button to:

Create – Create a new request

Create by Reference – Use an existing request to create a new one

Change – Update an existing request

Modify Existing Request – Change a request before approval

Delete Existing Request – Delete a request before approval

Display Existing Request – View a request before approval

Vendor Requests

Create ☒ Create by Reference ☐ Change ☐ Modify Existing Request ☐ Delete Existing Request ☐ Display Existing Request ☐

Customer Requests

Create ☐ Create by Reference ☐ Change ☐ Modify Existing Request ☐ Delete Existing Request ☐ Display Existing Request ☐

Existing Vendor Existing Vendor Request Number Request Number Request Number

Existing Customer Existing Customer Request Number Request Number Request Number

FMMI Number required

Request Number required

PVND - Request Process for Vendors and Customers

Menu Save as Variant... Back Exit Cancel System Execute

Vendor Requests

Create ☒ Create by Reference ☐ Change ☐ Modify Existing Request ☐ Delete Existing Request ☐ Display Existing Request ☐

Existing Vendor Existing Vendor Request Number Request Number Request Number

Customer Requests

Create ☐ Create by Reference ☐ Change ☐ Modify Existing Request ☐ Delete Existing Request ☐ Display Existing Request ☐

Existing Customer Existing Customer Request Number Request Number Request Number

Select to move to next screen

SAP

Menu System

Enter Agency

Agency ☒ ☐

AM00 Ag Marketing Svcs

A000 Advocacy & Outreach

AP00 APHIS

AR00 Ag Research Svc

BP00 Office of Budg/Progr

CC00 Commodity Credit Cor

CF00 Office of the CFO

CM00 Office of Communica

CR00 Office of Civil Righ

DA00 Dept Administration

EC00 Office of Chief Econ

30 Entries found

Select Agency from drop down list

Once agency is selected, click green check or enter button.

Create Vendor/Customer Master Data Request - FMMI Portal - Windows Internet Explorer

https://portalqa2.fmmi.usda.gov/irj/portal/

File Edit View Favorites Tools Help

USDA United States Department of Agriculture Financial Management Modernization Initiative Welcome Thomas Sylvester Help Log Off

Welcome Accounts Payable Accounts Receivable Cost Management Funds Management Interface Table Maintenance **Purchasing**

Vendor Master Data Maintenance | **Vendor and Customer Master Data Request** | Vendor and Customer Master Data Approval

Create Vendor/Customer Master Data Request | History Back Forward

PVND Vendor Request

Menu Back Exit Cancel System Next Step

Requestor Information

Name Thomas Sylvester
 Agency Agricultural Research Service
 Email thomas.sylvester@usda.gov
 Phone Extension

Additional Requestor Information

Name Change
 Email Remove
 Phone

COD Reviewer Information

Name
 Email
 Phone Extension

Request Information

Request Number INTERNAL Type CREATE
 Reference Vendor
 Create Date 12/07/2010
 Duplicate Level Status
 Vendor Created

Vendor Information

Name SEAN PEYTON
 Account Grp ZINT Industry
 SSN 123456789 TIN
☒ Not CCR? TIN Verification Date 12/07/2010

Prepopulated with FMMI Requestor's info

Required fields

Optional to fill with additional requestor, e.g. supervisor/co-worker

Non-CCR vendors must check

Required for ZNFV, ZTPA only, usually Z001

Vendor information box expanded to show details of the account group to the right.

Tab must be selected to expand additional account groups.

Vendor Information

Name SEAN PEYTON
 Account Grp ZINT Industry
 SSN 123456789 TIN
☒ Not CCR? TIN Verification Date 12/07/2010

Vendor account group (1)

Search Criteria

Find...

| Group | NR | O... | Name |
|-------|----|--------------------------|--------------------------------|
| ZBNK | Z9 | <input type="checkbox"/> | Bank Vendors |
| ZEMP | Z2 | <input type="checkbox"/> | Employees |
| ZFDN | Z3 | <input type="checkbox"/> | Federal Non-USDA Vendors |
| ZFDU | Z4 | <input type="checkbox"/> | Federal USDA Vendors |
| ZFOR | Z6 | <input type="checkbox"/> | Foreign Vendors |
| ZINT | Z1 | <input type="checkbox"/> | Invitational Traveler |
| ZNFV | Z1 | <input type="checkbox"/> | Non-Federal Vendors |
| ZPFD | Z8 | <input type="checkbox"/> | Producers |
| ZSAL | Z5 | <input type="checkbox"/> | State and Local Government |
| ZSET | Z1 | <input type="checkbox"/> | Settlement and Injuries |
| ZTPA | Z7 | <input type="checkbox"/> | Non-Federal 3rd Party Assignee |

11 Entries found

Create Vendor/Customer Master Data Request - FMFI Portal - Windows Internet Explorer

https://portalqa2.fmmi.usda.gov/irj/portal/

USDA United States Department of Agriculture Financial Management Modernization Initiative

Welcome Thomas Sylvester Help Log Off

Vendor Master Data Maintenance | **Vendor and Customer Master Data Request** | Vendor and Customer Master Data Approval

Create Vendor/Customer Master Data Request

PVND Vendor Request

Menu Back Exit Cancel System

Name SEAN PEYTON

First Name

Middle Initial

Last Name

Pseudo-code Created S9PEYTO6789

EFT Waiver

Trading Partner ALC

IRS Match Type 0

Banking Information

Routing No. 256074974

Bank Number 12345678911

Account Type 01

Blocking Information

Blocking Reason

Mark for Deletion

Posting Block

Purchasing Block

Address Information

Address Line 1 1324 SAINTS PLACE

Address Line 2

Address Line 3

City NEW ORLEANS

Country US State LA Zip Code 70126-0000

Phone Number 504-452-5377

Additional Information

Submitting Post

Requestor Comments

QE2 (500)

start Create Vendor/C... Inbox - Microsof... Rumba Screens -... FMFI PVND VEN... Document2 - Mic... 11:23 AM

Pseudo should mirror GovTrip

Required for ZNFV-2001, 2003, 2007 ZSAL

Federal Information

EFT Waiver

Trading Partner

IRS Match Type

Blocking Information

Blocking Reason

Mark for Deletion

Posting Block

Purchasing Block

Drop downs appear from selection boxes above.

| | |
|----|-------------------|
| 01 | No Bank Account |
| 02 | Hardship |
| 03 | Foreign Entity |
| 04 | Disaster Area |
| 05 | Military Ops |
| 06 | National Security |
| 07 | One Time Payment |
| 08 | Emergency Payment |

| | |
|----|--|
| 01 | Block purchase order |
| 02 | Block quot. request and purchase order |
| 03 | Block quot. req., order, goods receipt |
| 04 | Block source determination |
| 99 | Total block |
| Z1 | CCR Registration Expired |
| Z2 | Vendor Record Deleted in CCR |
| Z3 | No bank information available. |
| Z4 | Invalid banking information |

Create Vendor/Customer Master Data Request - FMFI Portal - Windows Internet Explorer

https://portalqa2.fmmi.usda.gov/irj/portal/

File Edit View Favorites Tools Help

USDA United States Department of Agriculture Financial Management Modernization Initiative

Welcome Thomas Sylvester Help Log Off

Welcome Accounts Payable Accounts Receivable Cost Management Funds Management Interface Table Maintenance Purchasing

Vendor Master Data Maintenance Vendor and Customer Master Data Request Vendor and Customer Master Data Approval

Create Vendor/Customer Master Data Request History Back Forward

PVND Vendor Request

Menu Back Exit Cancel System Previous Screen Save & Submit

Supplemental Employee Name

Name SEAN PEYTON

First Name

S9PEYTO6789

Address Information

Address Line 1 1324 SAINTS PLACE

Address Line 2

Address Line 3

City NEW ORLEANS

Country US State LA Zip Code 70126-0000

Phone Number

Additional Information

Submitting Post

Federal Information

EFT Waiver 01

Trading Partner ALC

IRS Match Type 0

Banking Information

Routing No.

Bank Number

Account Type

Blocking Information

Blocking Reason ☐ Posting Block ☐

☐ Mark for Deletion ☐ Purchasing Block

Click Save & Submit

Waiver code is added based on Acct Group

start Create Vendor/Custo... Inbox - Microsoft Out... FMFI PVND process1... 8:00 AM

Customer Requests

Create ☐

Create by Reference ☐

Change ☐

Modify Existing Request ☐

Delete Existing Request ☐

Display Existing Request ☐

Existing Customer ☐

Existing Customer ☐

Request Number ☐

Request Number ☐

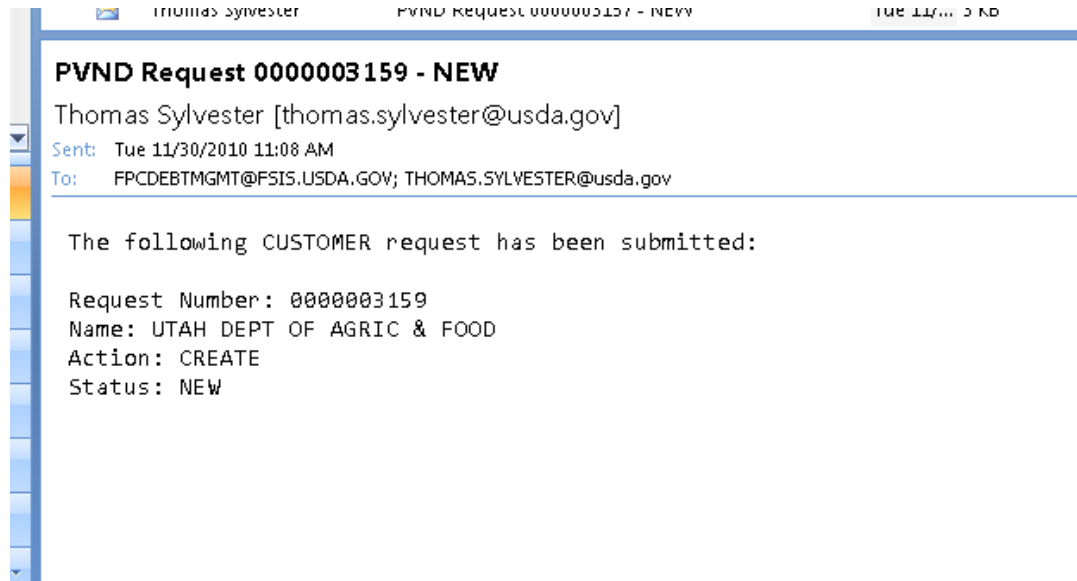
Request Number ☐

Record has been submitted for approval

Request 0000001268 was submitted and email sent to requestor(s)

8:00 AM

Once saved, an automatically generated e-mail will be issued to the requestor and any additional requestors added notifying that the request has been submitted.



When completed by the Accounting Processing Branch, Table Maintenance Section (TMS), an automatically generated e-mail will be issued to the requestor and any additional requestors added notifying that the request has been approved.



Please direct any questions to the TMS at **504-426-5377**.